

**NEW JERSEY STATE BOARD OF ACCOUNTANCY
REQUEST FOR CPE CREDIT FOR UNREGISTERED SPONSOR'S COURSE*
(USE A SEPARATE FORM FOR EACH COURSE)**

Name _____ License # _____

Mailing Address _____

City

State

Zip Code

Daytime Telephone # _____ Fax # _____

E-mail Address _____

Name of Unregistered Sponsor _____

Mailing Address _____

City

State

Zip Code

Contact Person _____

Daytime Telephone # _____ Fax # _____

Course Title _____

Date(s) of Course _____

Field of Study: (Check all that apply)

<input type="checkbox"/> Accounting & Auditing	<input type="checkbox"/> Economics	<input type="checkbox"/> Management Advisory Services	<input type="checkbox"/> SEC Practice	<input type="checkbox"/> Certain
<input type="checkbox"/> Business Law	<input type="checkbox"/> Finance	<input type="checkbox"/> Mathematics, Statistics, etc.	<input type="checkbox"/> Professional Ethics	<input type="checkbox"/> Practice
<input type="checkbox"/> Computer Science	<input type="checkbox"/> Taxation	<input type="checkbox"/> Specialized Area of Industry	<input type="checkbox"/> Personal Development	<input type="checkbox"/> Management

Method of Delivery: (Check all that apply)

<input type="checkbox"/> Self-Study	<input type="checkbox"/> Formal (Live)	<input type="checkbox"/> Audio-conference	<input type="checkbox"/> Conference	<input type="checkbox"/> Seminar
<input type="checkbox"/> Group Study	<input type="checkbox"/> College Course	<input type="checkbox"/> Tele-conference	<input type="checkbox"/> Lecture	<input type="checkbox"/> Convention
<input type="checkbox"/> Case Study	<input type="checkbox"/> In-Firm Meeting	<input type="checkbox"/> Video-conference	<input type="checkbox"/> Web-cast	

Total Hours/Minutes of Course (minus breaks & lunch) _____ Requested Number of CPE Credits _____

The following documents **must** accompany this form (#3 is not applicable for self-study & college courses):

1. A statement that answers the following questions: How does this course relate to your practice of public or private accounting? Describe how this course enhanced your professional knowledge and competency as a CPA, PA, or RMA.
2. If it was a college course: Was the course part of a degree program? If so, what degree are you working toward? Did you receive college credit for following completion of the course?
3. Course outline/agenda/syllabus with timeline and course description
4. Name & background of instructor/speaker (i.e., resume/bio which contains info on his/her qualification to teach the program)
5. Copy of certificate of completion, exam grade, transcript, and/or letter from sponsor on their letterhead
6. Promotional materials, program catalogues, invitations, or other descriptive items distributed to prospective participants in advance of the program.

* For more information regarding the continuing professional education requirements of the NJ State Board of Accountancy, please refer to N.J.A.C. 13:29-6 on our website (www.njconsumeraffairs.gov/accountancy). Pay particular attention to N.J.A.C. 13:29-6.5(a) & (b).

Revised 10/3/2008